

Approved Experience Pattern III:

Inventory Management:

- Receive and count stock items and record data manually or using computer.
- Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies or adjust errors.
- Mark stock items using identification tags, stamps, electric marking tools or other labeling equipment.
- Determine proper storage methods, identification, and stock location based on turnover, environmental factors, and physical capabilities of facilities.
- Keep records on the use or damage of stock or stock-handling equipment..
- Examine and inspect stock items for wear or defects, reporting any damage to supervisors.
- Maintain inventory levels based on sales patterns and future forecasting.